

**2004/2005 OVERALL WORK PROGRAM
DEL NORTE COUNTY
LOCAL TRANSPORTATION COMMISSION**

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INTRODUCTION

Area Profile

Del Norte is the northernmost coastal county of California. The 1,000 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco, California and 330 miles south of Portland, Oregon. The Department of Finance Population Research Report dated January 1, 2000 listed the population of Del Norte County at 28,096, with the greatest concentration (approximately 16,000) in and around Crescent City, the County seat.

The climate of Del Norte County is mild along the coast, becoming more severe inland. In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July. Average annual rainfall in the Crescent City area is 70 inches.

The major transportation facilities in the region are U.S. Highway Route 101, State Route 199, and Crescent City harbor, which can accommodate ocean-going barges. Scheduled commuter air service is provided from Jack McNamara Field Airport in Crescent City to Eureka and from Jack McNamara Field Airport to San Francisco by Sky West Airlines.

Earnings are generated by tourism and by the exportation of lumber, agricultural products and fish. Land use for agricultural purposes is located in the Smith River Plain area in the northern part of the County and the Klamath River Delta in the southern part of the County. Although the biggest share of the agricultural land is used for pasture, ornamental plants and bulbs are the major dollar-volume agricultural products grown in the Smith River Plain. Livestock feed crops and livestock are the major agricultural uses of the Klamath River Delta region. In 1990, Pelican Bay State Prison was constructed near Crescent City. The maximum-security facility currently employs approximately 1,500 persons.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing, hiking and swimming are important recreational activities along the rugged coastline, within the redwood forests and along the Smith and Klamath Rivers of Del Norte County.

Del Norte Regional Transportation Planning Agency's Overall Work Program is prepared annually to identify and focus the next year's transportation planning tasks. These tasks are to be fulfilled in accordance with the policies and goals of Del Norte Regional Transportation Plan. The primary goal of that plan and thus the OWP is to promote a coordinated and balanced regional transportation system considering all modes of transportation and sources of funding.

Among the significant regional transportation issues in Del Norte County are the following:

- Proactive planning for the rehabilitation and development of local streets and roads system.
- Continued interest in development of the State highway system, particularly Routes 101, 199 and 197.
- Continued operation of cost-effective public transportation systems.
- Proactive transportation planning including identification of transportation problems and issues.
- Continued efforts to develop alternative transportation modes to facilitate decreases in vehicle trips and vehicle miles traveled.
- Impact of Pelican Bay State Prison and its effect on transportation issues in the surrounding region.

These significant issues are addressed in Del Norte Local Transportation Commission's 2004/2005 OWP by placing emphasis on specific work elements:

- Monitoring the transit system performance and needs assessment.
- Coordination and consultation with local Native American Tribes and Rancherias
- Coordinating with Caltrans regarding State highway planning and the system planning process.
- Planning for the local streets and roads system.
- Maintaining the regional transportation planning process.
- Monitoring the current work program, and preparing the 2005/06 OWP.
- Participating in planning efforts that facilitate economic development.
- Implementing the requirements of the Transportation Equity Act of the 21st Century.
- Administering the legal requirements of the Transportation Development Act.
- Administering the Service Authority for Freeway Emergencies System (SAFE).

Emphasis Areas and State Planning Considerations

The work elements in the 2004/2005 Overall Work Program directly or indirectly recognize and address the six State Planning Considerations and five FTA/FHWA Planning Emphasis Areas. More detailed information about these planning emphasis areas is included in the Appendix to this OWP. The six State Planning Considerations are identified below and any relationship to individual work elements is described as part of each work element.

- 1) Context Sensitive Planning
- 2) Intelligent Transportation Systems (ITS)
- 3) Transportation Planning and Programming Requirements Regarding Tribal Governments
- 4) Goods Movement
- 5) Mass Transportation
- 6) Projects/Plan Coordination

The five FTA/FHWA Planning Emphasis Areas are identified below and any relationship to individual work elements is described as part of each work element.

- 1) Safety and Security in the Transportation Planning Process
- 2) Integrated Planning and Environmental Processes
- 2) Consideration of Management and Operations within Planning Process
- 4) State DOT Consultation with Non-Metropolitan Local Officials
- 5) Enhancing the technical capacity of Planning Process

OWP Funding

Del Norte Local Transportation Commission has funded the diverse Del Norte County Regional Transportation Planning Agency Fiscal Year 2004/2005 Overall Work Program with funds/services from a variety of sources, including: in-kind services from the City of Crescent City and County of Del Norte; Transportation Development Act funds; SAFE program funds; State Planning Funds; Federal Transit Administration 5313(b) funds; and State Transportation Improvement Program Planning Programming and Monitoring funds. Funding charts in this document's appendices detail the sources and amounts of expected revenue and proposed expenditures.

Consultation with Native American Tribes and Rancherias

Del Norte Local Transportation Commission maintains relationships with Elk Valley Rancheria, Smith River Rancheria, the Yurok Tribe and Resighini Rancheria by proactively contacting the Rancherias and Tribe on issues of concern and providing formal notice and opportunities for input regarding transportation planning activities and projects. During the 2003/2004 fiscal year the LTC has collaborated with the Yurok Tribe and with California Department of Transportation on planning for improvements to Highway 169 and on an FTA Partnership Planning project that may be undertaken during 2004/2005. Coordination is ongoing with Smith River Rancheria and Redwood Coast Transit regarding possible transit service to the Smith River area. Coordination is also taking place as appropriate with Elk Valley Rancheria regarding its destination resort and

casino project.

ORGANIZATION AND MANAGEMENT

The Technical Advisory Committee currently consists of six members as follows: two county members – the Deputy Director of the Community Development Department, and a representative from the Planning Division of the Community Development Department, two city members - the Finance Department Director and the Public Works Director; a representative from the California Highway Patrol, and a Caltrans Regional Planning Coordinator.

Del Norte Local Transportation Commission has established a Social Services Transportation Advisory Council for Del Norte County, in conformance with SB 498. The Council acts as a mechanism to solicit the input of transit dependent and transportation disadvantaged persons, including seniors, handicapped, and persons of limited means. The Council participates actively in the mandated “citizen participation process”. In addition, the Council has the responsibility to advise the transportation planning agency on any other major transit issues. The Social Services Transportation Advisory Council is composed of nine members appointed in conformance with Transportation Development Act Statute 99238.

Staff for Del Norte Local Transportation Commission expedites and facilitates the operations of the organization, especially regional transportation planning efforts, the administration of Transportation Development Act funds, and the administration of the Service Authority for Freeway Emergencies (SAFE). Staff is responsible for coordinating the development and execution of the Overall Work Program.

PUBLIC PARTICIPATION OUTREACH & INTERAGENCY COORDINATION

The cooperative arrangement between the State of California and Del Norte Local Transportation Commission (DNLTCO) is formalized by a Memorandum of Understanding dated February 14, 1991. This MOU is included in the Appendix.

Del Norte Local Transportation Commission is composed of six members. The current membership is as follows: three County Supervisors and three City Council members. With the addition of the Caltrans Deputy District Director for Planning, Del Norte Local Transportation Commission becomes the Policy Advisory Committee.

In order to assure citizen participation in the planning and decision making process and specifically to encourage participation by minority, low-income and community based groups, Del Norte Local Transportation Commission makes efforts to ensure widespread public noticing of its activities. It holds noticed public hearings whenever significant decisions are considered. It encourages the local newspaper and the local radio stations to monitor Del Norte Local Transportation Commission meetings on a continuous basis. Furthermore, persons or organizations known to be interested in specific issues are informed of meetings dealing with those issues.

Work Element A Highway Planning

Purpose

Analyze the highway system, determine needs and deficiencies, and support development of highway improvement programs, including Intelligent Transportation Systems (ITS), in Del Norte region.

Previous Work

- 2003 Highway 101 Corridor Study/Access Plan
- Comments on STIP and SHOPP to Caltrans and CTC.
- Participation in development of the Caltrans District System Management Plan.
- Participation in the development of the California Transportation Plan.
- Various County Road and City Street studies.
- Participation in the Highway 197/199 Comprehensive Study.
- Participation in the development of the Route Concept Reports for Highways 199, 197, 169
- Participation in the Highway 197/199 Route Review Committee
- Submittal of Regional Transportation Improvement Program projects and amendments to Caltrans and CTC.

Tasks

- 1) Assess regional priorities and participate in the system planning process. (DNLTCO/City/County: As needed)
- 2) Attend California Transportation Commission meetings that are relevant to STIP projects affecting Del Norte Region. (DNLTCO: As needed)
- 3) Consider improvements in the State highway system by reviewing and commenting on various planning documents. (DNLTCO/City/County: As needed)
- 4) Participate in the Highway 197/199, 169 and 101 comprehensive planning efforts. (DNLTCO: As needed)
- 5) Represent LTCO on the Highway 197/199 Route Review Committee (DNLTCO: Quarterly meeting and as needed)
- 6) Represent LTCO on the Highway 169 Planning Committee (DNLTCO: As needed)

Products

- 1) Planning and programming documents as required.
- 2) Correspondence as required.
- 3) Presentations to the TAC and LTCO as appropriate.

Primary Planning Emphasis Areas

- Incorporation of safety and security within the planning process
- Consideration of Management and Operations within Planning Processes

State Planning Considerations

- Goods Movements
- Transportation Planning and Programming Requirements Regarding Tribal Governments

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	6,887	\$6,887
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Work Element B Transit Planning

Purpose

Ensure that public transit systems in Del Norte County are operated efficiently and effectively. Maximize use of federal and State funds available for specialized and public transportation.

Previous Work

- Quarterly evaluations of transit services with recommendations as needed.
- Analysis of transit needs and recommendations for changes in service as appropriate.
- Del Norte Transit Plan 2000 and 2002 Redwood Coast Transit - Transit Development Plan
- Review of “notices of funding availability” (NOFA’s) for federal transit funding.
- Comprehensive Public Transit Service Plan.
- Transit Marketing Plan (funding provided by Federal Transit Administration and local Transportation Development Act monies)
- Transit Maintenance Facility Site Selection Study.
- Preparation of annual FTA Section 5311 Regional Program of Projects.
- Preparation of Job Access Transportation Plan and FTA Job Access grant applications.
- Preparation of Social Service Transportation Inventory and Updated Action Plan or Progress Reports pursuant to Section 15975.1 of the California Government Code.

Tasks

- 1) Monitor transit systems, analyze ridership, fares, operating costs, and general route characteristics reporting quarterly to LNTCO based on findings from Redwood Coast Transit quarterly reports. (DNLNCO: Quarterly)
- 2) Meetings with City/County Transit Operators Committee to review operations. (DNLNCO: Quarterly or as needed)
- 3) Ongoing consideration of implementation of the recommendations of the 2002 Redwood Coast Transit - Transit Development Plan. (DNLNCO/City/County: Continuous)
- 4) Consider and address the impacts of the Cal WORKS/Welfare-to-Work initiative on the existing public transit system. (DNLNCO/ City/County: As needed)
- 5) Solicit applications and for FTA Section 5311 Regional funds. (DNLNCO: December, 2004)
- 6) Prepare FTA/TPA Program grant application for transportation planning projects as appropriate. (DNLNCO: January, 2005)

7) Review FTA Section 5310 applications, certify conformance with Regional Transportation Plan, and submit comments to Caltrans. (DNLTCO: February - April, 2005)

Products

- 1) Report findings of Redwood Coast Transit quarterly transit evaluation reports to LTCO.
- 2) Meetings with City/County Transit Operators Committee.
- 3) Transit Planning assistance to the City/County Transit Operators Committee.
- 4) Implementation of the recommendations of the 2002 Transit Development Plan.
- 5) Implementation of the recommendations of the Transit Marketing Plan as appropriate.
- 6) Annual FTA Section 5311 Regional Program of Projects.
- 7) Recommendations and findings for FTA Section 5310 applications.
- 8) FTA/TPA Program grant applications as appropriate.

Primary Planning Emphasis Areas

- Integrated planning and environmental process.
- Incorporation of management and operations with planning process
- Consultation with local officials in non-metropolitan areas

State Planning Considerations

- Mass Transportation
- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	10,095	\$10,095
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Work Element C Aviation Planning

Purpose

Plan for multi-modal ground access to local airport facilities consistent with regional transportation goals, federal and State transportation planning requirements and guidelines established by the State of California Division of Aeronautics.

Previous Work

- Development of the Aviation mode within the various elements of the Regional Transportation Plan
- Development of Del Norte Component of the California Aviation System Plan
- Participation in Interregional Aviation System Planning meetings
- Coordination with the county's airport manager as appropriate

Tasks

- 1) Respond to aviation related correspondence from Caltrans District 1 and the Caltrans Division of Aeronautics. (DNLTCO: Continuous)
- 2) Participate in coordinated transportation planning and programming activities between the RTPA's and airports in the north coast region (DNLTCO: Continuous)
- 3) Coordinate with the Caltrans Aeronautics Program on the implementation of the California Aviation System Plan. (DNLTCO: As needed)

Products

- 1) Documents and correspondence as required.

Primary Planning Emphasis Areas

- Incorporation of safety and security within the planning process
- Consultation with local officials in non-metropolitan areas

State Planning Considerations

- Goods Movement
- Mass Transportation

Funding Requirements

Responsible Agency	Funding Type	Total
	RPA	
	6,887	\$6,887

Work Element D

TEA-21 Planning

Purpose

Implementation of the Transportation Equity Act of the 21st (TEA-21) Century and its successor legislation.

Previous Work

- Transportation Enhancement Activities project review, ranking, and support.
- Implementation of required changes in transportation planning processes brought about by TEA-21 and the Intermodal Surface Transportation Efficiency Act (ISTEA).
- Review and preparation of reports on management systems required by TEA-21 and ISTEA.
- Review, ranking, and support of projects for Surface Transportation Program funds.

Tasks

- 1) Respond to required changes in transportation planning process brought about by enactment of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA), TEA-21 and its successors and Senate Bill 45. (DNLTCO: Continuous)
- 2) Participate in Caltrans system management process. (DNLTCO: Continuous)
- 3) Review TEA-21 and SB-45 related correspondence and respond as needed. (DNLTCO: Continuous)
- 4) Review, evaluate and prioritize Surface Transportation Program applications. (DNLTCO: February and March 2005)

Products

- 1) Documents, correspondence, reports and as necessary or required. Application materials update and distribution for RSTP and TEA as necessary.
- 2) Reviewed and ranked TEA applications resulting in project selection.
- 3) Reviewed and ranked Regional Surface Transportation Program (RSTP) applications resulting in project selection.

Primary Planning Emphasis Areas

- Integrated planning and environmental process.
- Consultation with local officials in non-metropolitan areas

State Planning Considerations

- Context Sensitive Solutions
- Goods Movement
- Mass Transportation

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	6,950	\$6,950

Work Element E

TDA Planning & Administration

Purpose

To ensure that all legal requirements of the Transportation Development Act are met. To ensure that funds are disbursed in a timely and effective manner. To ensure that transit needs which can be reasonably met, are met.

Previous Work

- Financial records, fiscal audits, performance audits and files as needed.
- Annual TDA allocation process.

Tasks

- 1) Coordinate with Social Services Transportation Advisory Council and review and comment on its recommendations. (DNLTCO: Quarterly and as needed)
- 2) Contract auditors to ensure that necessary audits are conducted. (DNLTCO: August, 2004)
- 3) Respond to requests by State and others for required reports and documentation of Del Norte Local Transportation Commission activities. (DNLTCO: Continuous)
- 4) Conduct unmet transit needs public hearing/citizen participation process and review and comment on testimony received. (DNLTCO: March, 2005)
- 5) Review and evaluate unmet transit needs/citizen participation process and prepare annual transit needs assessment as appropriate. (DNLTCO: May, 2005)
- 6) Prepare and adopt the notice of finding relative to the unmet transit needs/citizen participation process as appropriate. (DNLTCO: May, 2005)
- 7) Review County Auditor's report on the status of the Local Transportation Fund, and provide the report to Del Norte Local Transportation Commission on an annual basis. Undertake the annual TDA allocation and claims process. (DNLTCO: February- June, 2005)
- 8) Other tasks as necessary. (DNLTCO: Continuous)

Products

- 1) Quarterly SSTAC Meetings, documented by meeting agendas and minutes.
- 2) TDA claims process.
- 3) Fiscal and performance audits as required.
- 4) Annual transit needs assessment.
- 5) Annual Transit Needs Finding.
- 6) Quarterly reports on the status of the Local Transportation Fund.

Primary Planning Emphasis Areas

- Integrated planning and environmental process.
- Consultation with local officials in non-metropolitan areas
- Enhancing the technical capacity of planning process to support decision-making

State Planning Considerations

- Mass Transportation
- Context sensitive solutions

Funding Requirements

Responsible Agency	Funding Type		Total
	TDA Funds	RPA	
Del Norte LTC	3,864	16,105	19,969
Total	3,864	16,105	\$19,969

Work Element F

Native American Consultation

Purpose

The primary purpose of this work element is to ensure clear and appropriate communication and consultation with local Native American Tribes and Rancherias regarding transportation planning issues. In addition, this work element will provide opportunities for collaboration and joint training regarding transportation planning issues of mutual concern.

Previous Work

- Regular and ongoing notification to and consultation with local Tribes and Rancherias regarding transportation matters and transportation planning projects of significance.
- Participation in joint 2004 Tribal/RTPA/Caltrans workshop held to foster cross communication and awareness of transportation planning issues of mutual interest.
- Participation with the Yurok Tribe and Caltrans in the Highway 169 Needs Assessment
- Partnership with the Yurok Tribe in its application for FTA 5313(b) partnership planning funding.
- Consultation with Smith River Rancheria regarding the Highway 101 Corridor Study
- Consultation with Resighini Rancheria regarding improvements to Highway 101 in Klamath

Tasks

- 1) Notification to and consultation with local Tribes and Rancherias regarding transportation matters and transportation planning projects of significance. (LTCO, Ongoing)
- 2) Participation in special transportation studies of significance to local Tribes and Rancherias (LTCO, Ongoing)
- 3) Participation in one day workshop training for local Tribal and Rancheria staff coordinated by Caltrans. Training will be designed to assist staff in understanding and working with standard transportation planning processes and documents and to facilitate communication between RTPA staff and Tribal/Rancheria staff. (LTCO, Winter or Spring 2005)

Products

- 1) Documents and correspondence as appropriate.
- 2) Presentations to Tribes and Rancherias as appropriate and as requested.
- 3) Documentation of participation in day-long workshop.
- 4) Policies and actions that facilitate coordination and consultation with local Tribes and Rancherias.

Primary Planning Emphasis Areas

- Consultation with local officials in non-metropolitan areas

State Planning Considerations

- Transportation Planning & Programming Requirements Regarding Tribal Governments
- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	2,000	2,000
Total	2,000	\$2,000

Work Element G Special Studies

Purpose

To participate in planning efforts that facilitate economic development via the movement of goods, respond to local issues, and aid in the implementation of Regional Transportation Planning Agency priorities

Previous Work

- Participation in the Highway 197/199 Route Review Committee
- Participation in the Pacific Coast Bike Route Study
- Participation in the Last Chance Grade Value Analysis process.
- Participation in the Redwood Region Economic Summit.
- Participation in the preparation of the District System Management Plan.
- Participation in the development of the California Transportation Plan.
- Preparation of Del Norte Clean Air and Transportation Improvement Act of 1990 (Proposition 116) non-urban county transit and bicycle project applications.
- Participation in the Overall Economic Development Plan Committee.
- Participation in Del Norte Economic Development Revitalization Team.
- Participation in the Crescent City – Del Norte County Chamber of Commerce Economic Development Committee.
- Participation in Del Norte County Board of Supervisors Future Facilities Goal Committee

Tasks

- 1) Participate with other regional, local and state agencies, and the private sector, in planning efforts to identify and implement policies, strategies, programs and actions which facilitate economic development via the movement and transfer of goods. (DNLTCO/City/County: As needed)
- 2) Coordinate with both local agencies and the other Rural Regional Transportation Planning Agencies with respect to special studies and issues presented at out of area meetings, workshops and classes. (DNLTCO: As needed)

- 3) Assist the City of Crescent City and the County of Del Norte and other agencies with respect to the implementation of Regional Transportation Planning Agency priorities. (DNLTCO: As needed)
- 4) Participate in the updates of the Caltrans System Planning products, such as the District System Management Plan, Route Concept Reports, U.S. 101 Pacific Coast Scenic Byway Plan, etc. (DNLTCO: As needed)

Products

- 1) Policies, strategies, programs and actions which facilitate economic development via the movement and transfer of goods.
- 2) Documents and correspondence as required.

Primary Planning Emphasis Areas

- Incorporation of management and operations with planning process
- Consultation with local officials in non-metropolitan areas
- Enhancing the technical capacity of planning process to support decision-making

State Planning Considerations

- Context Sensitive Solutions
- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	4,887	\$4,887

Work Element H

Transportation Planning Process

Purpose

Conduct a continuous regional transportation planning process.

Previous Work

- Regularly scheduled meetings of Del Norte Local Transportation Commission including its Policy Advisory Committee and Technical Advisory Committee.

Tasks

- 1) LTCO and the Policy Advisory Committee meets monthly to consider Technical Advisory Committee input as well as input from interested citizens, citizens advisory committees and organizations, with respect to transportation concerns. The Policy Advisory Committee advises Del Norte Local Transportation Commission. (DNLTCO: Monthly)
- 2) Technical Advisory Committee meets monthly to consider data developed in conformance with the Overall Work Program and to deal with other transportation planning issues and make recommendations to Del Norte Local Transportation Commission. (DNLTCO/City/County: Monthly)
- 3) Encourage public participation by issuing notices that DNLTCO and advisory committee meetings are open to the public; issue news releases to inform the public of issues and encourage their attendance at regular meetings. (DNLTCO: As needed)

Product

A continuous transportation planning process, documented by meeting agendas and minutes.

Primary Planning Emphasis Areas

- Consultation with local officials in non-metropolitan areas
- Enhancing the technical capacity of planning process to support decision-making

State Planning Considerations

- Projects/Plan Coordination
- Transportation Planning and Programming Requirements Regarding Tribal Governments

Funding Requirements

Responsible Agency	Funding Type		Total
	<i>RPA</i>	<i>TDA</i>	
Del Norte LTC Staff	12,852		12,852
Del Norte LTC Commissioners		5,040	5,040
	12,852	5,040	\$17,892
Total			

Work Element I

Overall Work Program

Purpose

Monitor the 2004/2005 Overall Work Program. Develop the 2005/06 Overall Work Program.

Previous Work

- Annual Overall Work Programs.
- Quarterly Overall Work Program progress reports and invoices for State planning funds submitted to Caltrans.

Tasks

- 1) Ensure completion of the audit of State planning funds for 2003/04. (DNLTCO: December, 2004)
- 2) Analyze the 2004/05 Overall Work Program to determine whether the various work elements are proceeding on schedule. Amend the Overall Work Program if amendment is necessary. (DNLTCO: Ongoing)
- 3) Prepare and submit to Caltrans quarterly Overall Work Program Progress Reports and invoices for State Planning funds. (DNLTCO: Quarterly)
- 4) Draft the 2005/06 Overall Work Program consistent with the requirements of the State and Federal governments, TEA-21, SB 45 and Regional Transportation Planning Agency OWP work element criteria priorities. (DNLTCO/City/County: February - March 2005)
- 5) Present the 2005/06 Overall Work Program to Del Norte Local Transportation Commission for adoption and forward the document to the Department of Transportation for approval. (DNLTCO/City/County: June 2005)

Products

- 1) State planning fund audit for 2003/2004
- 2) Adopted 2005/06 Overall Work Program.
- 3) Quarterly Overall Work Program Progress Reports and invoices.

Primary Planning Emphasis Areas

- Incorporation of management and operations with planning process
- Consultation with local officials in non-metropolitan areas

State Planning Considerations

- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	6,887	\$6,887
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Work Element J
Service Authority for Freeway Emergencies (SAFE)

Purpose

To operate and maintain a motorist aid call box system as a safety enhancement for the traveling public. Also, to enable the Del Norte region to generate revenue for the purpose of purchasing, installing, operating and maintaining its emergency motorist aid call box system.

Previous Work

- Accessibility upgrade during fiscal year of 2003/04. Moved call boxes to accessible locations as needed, installed wheelchair pads at all call boxes without, and installed a Telecommunications Device for the Deaf (TTY) Box at Vista Point call box.
- Del Norte Service Authority for Freeway Emergencies added ten new call boxes to its system during the 2001/02 fiscal year.
- Until 2001, Del Norte Service Authority for Freeway Emergencies maintained a total of thirteen call box sites - eight on Highway 199 and five on Highway 101.
- The Department of Motor Vehicles has assessed a \$1.00 fee whenever registration fees are due on vehicles with an address in Del Norte County, effective January 1, 1994.
- The City of Crescent City and County of Del Norte adopted resolutions establishing a Service Authority for Freeway Emergencies (SAFE) and designating Del Norte Local Transportation Commission as the SAFE in the County of Del Norte.
- Planning for and installation of two call boxes funded by North Coast Emergency Medical Services and utilizing the "Adopt-A-Call-Box" trial/implementation program

Tasks

- 1) Implement the Service Authority for Freeway Emergencies Call Box System Plan. (DNLTCO-SAFE: Continuous)
- 2) Liaison with California Highway Patrol, Department of Motor Vehicles, and Department of Transportation with regard to joint responsibility in developing, installing, operating and maintaining a motorist aid system of call boxes. (DNLTCO-SAFE: As needed)
- 3) Preparation of quarterly call box system statistics, including operational data and financial data. (DNLTCO-SAFE: Quarterly)
- 4) Generate special studies, reports and projects that may arise during the fiscal year, such as the disabled access program and tracking legislative action. (DNLTCO-SAFE: As needed)
- 5) Monitor activities of semi-monthly CalSAFE committee meetings attending as appropriate. (DNLTCO-SAFE: Semi-monthly)

Products

- 1) Operational and efficient Del Norte County Service Authority for Freeway Emergencies Call Box System. (Continuous monitoring)
- 2) Purchase, installation, operation, and maintenance of an emergency motorist aid (call box) system utilizing DMV registration revenue in compliance with Del Norte County Service Authority for Freeway Emergencies Call Box System Plan. (As revenues permit)
- 3) Quarterly call box system statistical reports. (Quarterly)
- 4) Special studies, reports, and projects as required. (As needed)

S.A.F.E. Priorities

In 1985 the California Legislature passed Senate Bill 1199 to enable counties to generate revenue for the purpose of purchasing, installing, operating and maintaining an emergency motorist aid system.

Primary Planning Emphasis Areas

- Safety and Security in the Transportation Planning Process

State Planning Considerations

- Intelligent Transportation Systems

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>D.M.V. Registration Revenue</i>	
Del Norte LTC	8,206	\$8,206

Work Element K

Rural Counties Task Force

Purpose

To keep Del Norte Local Transportation Commission continuously informed regarding federal, State and regional issues impacting rural transportation systems. Also, to represent the views of California's rural county transportation systems including Del Norte County as appropriate.

Previous Work

- Participation in Rural County Task Force meetings and activities since 1998
- Leadership on the task force as Vice-Chair for the 2000 calendar year.
- Monthly reports and special alerts on the activities of the Task Force including bi-monthly meeting issues and special meeting issues.

Tasks

- 1) Participate in regularly scheduled meetings of the Rural Counties Task Force (RCTF) held bi-monthly in Sacramento. (DNLTCO: every second month)
- 2) Participate in additional special meetings of the Rural County Task Force as necessary. (DNLTCO: as necessary)
- 3) Provide status reports on the activities of the Rural Counties Task Force to LTCO and its Technical Advisory Committee. (DNLTCO: bi-monthly or as appropriate)
- 4) Alert LTCO and its Technical Advisory Committee to any critical rural transportation planning issues being dealt with by the Rural Counties Task Force. (DNLTCO: continuous)
- 5) Plan and advocate as necessary on behalf of Del Norte County and the other rural California counties with respect to transportation issues. (DNLTCO: continuous)

Products

- 1) Bi-monthly reports on the activities of the Task Force including bi-monthly meeting issues and special meeting issues.
- 2) Special alerts as appropriate regarding transportation planning issues of particular concern to Del Norte County and/or California's rural counties.

Primary Planning Emphasis Areas

- Consultation with local officials in non-metropolitan areas
- Enhancing the technical capacity of planning process to support decision-making

State Planning Considerations

- Projects/Plan Coordination
- Goods Movement
- Mass Transportation

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	5,000	\$5,000

* Note that funding for this work element is for staff time only. Travel costs are included under Work Element “R” Travel and Training.

Work Element L

Regional Transportation Plan Update

Purpose

Maintain a Regional Transportation Plan (RTP) which is meaningful to the region, consistent with State and federal transportation planning requirements, conforms to new RTP guidelines established by the California Transportation Commission in early 2004.

Previous Work

- 1996 Regional Transportation Plan adopted by Del Norte Local Transportation Commission on March 13, 1997
- 2000 Regional Transportation Plan Update
- 2002 Regional Transportation Plan Update

Tasks

- 1) Complete preliminary draft Regional Transportation Plan Update (Consultant August-October 2004)
- 2) Provide the complete preliminary draft Regional Transportation Plan Update to Tribes, regional, local, and state agencies, the general public and the private sector for comment (LTCO October-November 2004)
- 3) Review and incorporate comments as appropriate on the preliminary draft (LTCO and Consultant December 2004)
- 4) Hold public hearing on the draft Regional Transportation Plan Update and make revisions as appropriate (LTCO and Consultant January 2005)
- 5) Adoption of the final Regional Transportation Plan Update (LTCO February 2005)

Products

- Updated and adopted Regional Transportation Plan

Primary Planning Emphasis Areas

- Integrated planning and environmental process.

State Planning Considerations

- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>PPM</i>	
Del Norte LTC	9,500	9,500
Total	9,500	\$9,500

Work Element M

Dale Rupert Road Ground Access Plan

Purpose

This project will analyze possible options for realigning the Dale Rupert Rd. access to Del Norte County's only commercial airport – Jack McNamara Field. The county is currently undertaking an airport improvement project for Jack McNamara Field that includes a variety of planning and engineering studies. These studies address changes necessary to ensure continued commercial operations at the airport including new passenger facilities, runway safety measures, new ground access and required security improvements. A new terminal building is proposed along with a new apron for the tarmac area. In order to accomplish these necessary improvements, the existing access road and parking lot must be relocated. The existing ground access via Dale Rupert Road will need to be realigned and the existing parking lot changed consistent with the larger terminal, increased passenger loads, and security issues. This project will analyze the myriad planning issues associated with developing alternative ground access including relationships with existing ground transportation systems and expanded airport capacity. It will also analyze various options for alternative ground access and propose at least one preferred option for alternative access that is consistent with plans being developed for terminal expansion.

County staff will coordinate the project. LTCO staff will administer PPM funds and coordinate consultation with LTCO and its Technical Advisory Committee. Drafts will be presented to LTCO for review and comment. A final document will be presented to LTCO for acceptance.

Tasks

- 1) Request a proposal from the existing airport consultant and their planners/engineers. (County, July 2004)
- 2) Prepare a contract based on the negotiations and proposal submitted by the existing airport consultant and their engineers. (County August 2004)
- 3) Research and develop background analysis describing issues associated with developing alternative ground access. This analysis will include a discussion of relationships with existing ground transportation systems, expanded airport capacity and possible expanded industrial development on nearby land. *RPA funded.* (County, August-Sept. 2004)
- 4) Present background analysis for public review and comment. *RPA funded.* (October 2004)
- 5) Prepare draft Ground Access Plan. (Consultant, October 2004 - March 2005)
- 6) Present and circulate draft Ground Access Plan for review and comment. (Consultant/County, March – April 2005).
- 7) Review comments and incorporate as appropriate. (Consultant/County, May 2005)

- 8) Present final Ground Access Plan for acceptance. (Consultant/County, June 2005)
- 9) Project administration, including coordination with LTCO and Caltrans as appropriate. *RPA funded.* (LTC staff, July 2004 – June 2005)

Product

Ground access plan describing the myriad ground access issues associated with development of an expanded Jack McNamara Field Airport and describing possible options and a preferred option for the realignment of the Dale Rupert Road ground access to Del Norte County's Jack McNamara Field airport.

Previous Work

- Development of an aviation mode within the various elements of the Regional Transportation Plan
- Development of the Del Norte component of the California Aviation System Plan
- Participation in Interregional Aviation System Planning meetings

Primary Planning Emphasis Areas

- Consideration of Management and Operations with Planning Process
- Integrated Planning & Environmental Process

State Planning Considerations

- Goods Movement
- Mass Transportation

Funding Requirements

Responsible Agency	Funding Type		Total
	<i>RPA</i>	<i>PPM</i>	Total
Del Norte LTC	2,000		2,000
County of Del Norte/Consultant	9,200	18,800	28,000
Total	11,200	18,800	\$30,000

Work Element N

Pavement Management System Update

Purpose

The purpose of this work element is to update the pavement management system (PMS) that is used county-wide to manage planning for the reconstruction and repair of the local streets, roads, and highway system. The update of such a system is critical in facilitating project delivery given the multitude of projects now being funded with RSTP and regional share STIP dollars. The LTC's ability to access STIP funds for local road rehabilitation, as well as new requirements for system management, make the update of the regional PMS key for effective regional transportation planning. Through this work element, the PMS will be updated, and will include the following components:

- Pavement inspection of local streets & road system including both the city and the county
- Field inspection quality assurance
- OCI calculation: test electronic inspection data and import into Cartography software. Calculate Overall Condition Index for each segment included in inspection
- Strategies for overlay or reconstruction
- Rehabilitation strategies
- Decision trees
- Deterioration curves
- Activity costs: dollars per square or lineal foot

Previous work

- Development and adoption of the Pavement Management System in fiscal year 2000/2001
- Preparation of first phase of Pavement Management System Update project; March – June 2004.

Tasks

*The first three tasks of this work element were completed during the 2003/2004 fiscal year as follows: 1) procure consultant, 2) inventory roads, 3) input data, 4) categorize data and train staff.

*The remaining tasks will be completed and funded during the 2004/05 fiscal year

- 1) Present draft pavement management reports (Consultant, August 2005)
- 2) Present final pavement management system final report (Consultant, September 2005)

Products

- Completed pavement system inventory of city and county public roads including pavement type and conditions categorized by functional class.

Primary Planning Emphasis Areas

- Integrated planning and environmental process.

State Planning Considerations

- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Consultant	9,675	9,675
Del Norte LTC	1,075	1,075
	10,750	\$10,750
Total		

Work Element O

Teletransportation/Telecommunications Plan

Purpose

Continue to develop teletransportation as a meaningful transportation mode which is consistent with state and federal transportation planning requirements and conforms to guidelines established by the California Transportation Commission and to use teletransportation to promote mobility and goods movement to and through rural Del Norte County.

Previous Work

- Regional Transportation Plans developed and adopted by the Del Norte Local Transportation Commission – most recently in 2002.
- Teletransportation Study and Mode Elements Update coordinated and accepted by Del Norte Local Transportation Commission in June of 1999.
- Teletransportation Mode Element Study coordinated and accepted by Del Norte Local Transportation Commission in March of 1997.

Tasks

- 1) Develop RFP and procure consultant. (DNLTC, July-September 2004)
- 2) Establish teletransportation/telecommunications task force to guide development of the study.
- 3) Review Regional Transportation Plan Guidelines for information and that may relate to teletransportation. (Consultant/DNLTC, September 2004)
- 4) Conduct research regarding telecommunications infrastructure and service and opportunities for infrastructure improvement in the Del Norte County area. (Consultant, September 2004 December 2004)
- 5) Present draft report outlining key issues. (Consultant, December 2004)
- 6) Communicate with the Oregon Coast Advanced Telecommunications Task Force regarding its telecommunications capacity building project to determine areas of possible collaboration for teletransportation infrastructure improvements. (Consultant/LTCO, September 2004 April 2005)
- 7) Prepare draft teletransportation plan to be used to stimulate development of the kind of advanced telecommunications that will allow for successful teletransportation by individuals and businesses alike. (Consultant, December 2004 - March 2005)
- 8) Integrate findings from the plan into the existing Regional Transportation Plan for Del Norte Local Transportation Commission. Consultant, December 2004 - March 2005)
- 9) Present draft plan and draft updated elements of the RTP for review. (Consultant, March 2005)
- 10) Incorporate comments from review. (Consultant, May 2005)

11) Present final report. (Consultant, June 2005)

Products

Final Teletransportation /Telecommunications Plan and updated teletransportation elements of the Regional Transportation Plan.

Primary Planning Emphasis Areas

- Consideration of Management & Operations within Planning Process
- Safety and Security in the Transportation Planning Process

State Planning Considerations

- Intelligent Transportation Systems

Funding Requirements

Responsible Agency	Funding Type		Total
	<i>RPA</i>	<i>PPM</i>	
Del Norte LTC	5,000		5,000
Consultant	24,450	550	25,000
Total	29,450	550	\$30,000

Work Element P

Del Norte Local Transportation Commission Website

Purpose

To provide up-to-date information to the general public regarding Del Norte Local Transportation Commission and its activities, and to ensure programmatic compliance with the American's with Disabilities Act by providing minutes, reports, and agendas in electronic and text-readable formats.

Previous Work

- Del Norte Transit Website (fiscal year 2003/04)

Tasks

- 1) Develop request for proposal to be used in soliciting a consultant (LTC: July 2004)
- 2) Solicit proposals, review those received, and select consultant (LTC: July- August 2004)
- 3) Evaluate and summarize website priorities based on recommendations from the public, TAC, SSTAC, and LTC. (Consultant: September-October 2004)
- 4) Identify existing information to be used in creating website. Request additional information as necessary (Consultant: September – October 2004)
- 5) Present draft website to the TAC, SSTAC, and LTC. Request corrections and revisions (Consultant: December 2004)
- 6) Prepare final website incorporating comments from the public and interested agencies. (Consultant: January 2005)
- 7) Present final website for acceptance by Del Norte Local Transportation Commission (Consultant: February 2005)
- 8) Register dominion name and select web host (Consultant: February 2005)
- 9) Public website to world-wide web (Consultant: February 2005)
- 10) Advertise website in local newspapers and on local radio stations (LTC: February 2005)
- 11) Update site as necessary (LTC: Ongoing)

Product

ADA Compliant Local Transportation website that provides information to the public about the activities, responsibilities, and membership of Del Norte Local Transportation Commission. Meeting minutes from the last years TAC, LTC, and SSTAC will be available for viewing and for download in both Adobe Acrobat (pdf) and Microsoft Word (doc) formats. Agendas will be posted on the website at least 72 hours in advance of regularly scheduled meetings, notices for public meetings will be available, as will press releases on the latest LTC items. Information regarding the S.A.F.E. callbox system will also be available, as will current LTC reports. Contact information about LTC will be available. The public will be able to provide feedback to LTC through a "Contact Us" form.

Primary Planning Emphasis Areas

- Consideration of Management and Operations with the Planning Process

State Planning Considerations

- Intelligent Transportation Systems
- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>RPA</i>	
Del Norte LTC	1,000	1,000
Consultant	4,000	4,000
Total	5,000	\$5,000

Work Element Q Partnership Transit Training

Purpose

To establish a training program for transit planning and management in which a diverse array of staff from the local transportation planning agency and public transit providers will participate. The project will be implemented as outlined in LTC's 2004/05 FTA 5313(b) grant application and is dependant on successful funding of that grant.

Previous Work

- Ongoing participation in the coordination and management of Redwood Coast Transit through its staff management committee – the Transit Operator's Committee
- Submission of FTA 5313(b) application during the 2003/04 fiscal year
- Attendance at meetings and conferences during the 2003/04 fiscal year

Tasks

- 1) Select classes for training (LTC and participating agencies: Ongoing)
- 2) Register for classes (LTC: Ongoing)
- 3) Attend classes (LTC and participating agencies: Ongoing)
- 4) Report on class attendance and information gleaned (LTC and participating agencies: Ongoing)
- 5) Final report on results of joint training (LTC and participating agencies, June 2005)

Product

- Trained staff
- More cooperation between transit and transportation personnel from the various local public and nonprofit agencies.

Primary Planning Emphasis Areas

- Safety and Security in the Transportation Planning Process
- Consideration of Management & Operations with Planning Processes

State Planning Considerations

- Context Sensitive Planning

- Projects/Plan Coordination

* Registration and payment for classes will be coordinated by LTCO. Funding associated with travel will be provided to participating staff on a reimbursement basis.

Funding Requirements

Responsible Agency	Funding Source*		Total
	<i>FTA 5313(b)</i>	<i>In-kind match</i>	
Del Norte LTC (coordination and administration)	2,160	1,100	2,160
Del Norte LTC (travel related)	3,240	1,100	3,240
City of Crescent City (travel related)	6,480	1,100	6,480
County of Del Norte (travel related)	6,480	1,100	6,480
CTSA (travel related)	3,240	1,100	3,240
Total	21,600	5,500	\$21,600

* *This project will be undertaken only in grant funds are awarded*

Work Element R Travel and Training

Purpose

To provide funding for technical training related to transportation policy and planning for Del Norte Local Transportation Commission staff and commissioners.

Previous Work

- Attendance at transportation policy and planning academies, seminars, workshops, and meetings during the 2003/04 fiscal year

Tasks

1) Attendance at transportation policy and planning academies, seminars, workshops or meetings that may be offered by Caltrans, CalACT, the California Transportation Commission and others. (DNLTCO: As needed)

Products

- 1) Educational materials
- 2) Trained staff and commissioners

Primary Planning Emphasis Areas

- Enhancing the technical capacity of planning process to support decision-making
- Incorporation of management and operations with planning process

State Planning Considerations

- Projects/Plan Coordination

Funding Requirements

Responsible Agency	Funding Type	Total
	<i>TDA</i>	
Del Norte LTC (staff and commissioners)	10,000	10,000
Total	10,000	\$10,000

Work Element S

Caltrans OWP Information Element

Purpose

To promote coordination through awareness of Caltrans and the RTPA planning activities and where these activities may complement or intersect.

Routing Revisions to the Pacific Coast Bike Route

The Redwood Community Action Agency recently completed a study that provided recommendations and suggestions for the primary and alternate routes for the Pacific Coast Bike Route. District 1 will review these recommendations and solicit input from the Regional Transportation Planning and local agencies. Staff will evaluate the proposed changes and provide recommendations to District management for possible implementation. The results of this effort could be the re-routing and/or change in signage of the Pacific Coast Bike Route and alternate routes. The anticipated completion date is December 31, 2004.

Yurok Tribal Transportation Plan

The Yurok Tribe has received approval of its Environmental Justice Grant to complete a Tribal Transportation Plan. The Plan will be used by the Tribal Council and Tribal Planning Staff to identify transportation needs and priorities for the reservation road system. The anticipated completion date is June 30, 2005.

Improvements to Vista Point (Potential Project)

District 1 has applied for funding under the Transportation Enhancement Activities program to make improvements to Vista Points throughout the District. Upon funding approval, the District will install walkways and signage at various locations including Wilson Creek Vista Point in Del Norte County. The anticipated completion date is October 2006.

Funding Requirements

No funding is required for the Information Element. All funding and project coordination is provided by Caltrans District 1.

DEL NORTE TRANSPORTATION COMMISSION
2004/05 OVERALL WORK PROGRAM FUNDING SOURCES AND EXPENDITURE SUMMARY

Work Element	Funding Source					Total
	TDA	SAFE	RPA	PPM	FTA 5313(b)	
A. Highway Planning			\$6,887			\$6,887
B. Transit Planning			\$10,095			\$10,095
C. Aviation Planning			\$6,887			\$6,887
D. TEA-21 Planning			\$6,950			\$6,950
E. TDA Planning & Administration	\$3,864		\$16,105			\$19,969
F. Native American Collaboration			\$2,000			\$2,000
G. Special Studies			\$4,887			\$4,887
H. Transportation Planning Process	\$5,040		\$12,852			\$17,892
I. Overall Work Program			\$6,887			\$6,887
J. S.A.F.E. Planning & Administration		\$8,206				\$8,206
K. Rural Counties Task Force			\$5,000			\$5,000
L. Regional Transportation Plan Update				\$9,500		\$9,500
M. Dale Rupert Road Ground Access Plan			\$21,250	\$8,750		\$30,000
N. Pavement Management System Update			\$10,750			\$10,750
O. Teletransportation/telecommunications Plan			\$29,450	\$550		\$30,000
P. Del Norte LTC Website			\$5,000			\$5,000
Q. Partnership Transit Training*					\$21,600	\$21,600
R. Travel & Training	\$10,000					\$10,000
S. Information Element						
Total	\$18,904	\$8,206	\$145,000	\$18,800	\$21,600	\$212,510

PPM:	Planning, Programming, and Monitoring
RPA:	Rural Planning Assistance
SAFE:	Service Authority for Freeway Emergencies
TDA:	Transit Development Act
FTA 5313(b):	Federal Transit Administration 5313(b)

** This grant has not yet been awarded*

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
2004/05 OVERALL WORK PROGRAM EXPENDITURE DETAIL**

Work Element	Funding Source							Total
	LTC Staff	Commissioners	Staff or Commissioners: Preapprove & Reimbursable	Consultant	County	City	CTSA	
A. Highway Planning	\$6,887							\$6,887
B. Transit Planning	\$10,095							\$10,095
C. Aviation Planning	\$6,887							\$6,887
D. TEA-21 Planning	\$6,950							\$6,950
E. TDA Planning & Administration	\$19,969							\$19,969
F. Native American Collaboration	\$2,000							\$2,000
G. Special Studies	\$4,887							\$4,887
H. Transportation Planning Process	\$12,852	\$5,040						\$17,892
I. Overall Work Program	\$6,887							\$6,887
J. S.A.F.E. Planning & Administration	\$8,206							\$8,206
K. Rural Counties Task Force	\$5,000							\$5,000
L. Regional Transportation Plan Update	\$9,500							\$9,500
M. Dale Rupert Road Ground Access Plan	\$2,000				\$28,000			\$30,000
N. Pavement Management System Update	\$1,075			\$9,675				\$10,750
O. Teletransportation/telecommunications Plan	\$5,000			\$25,000				\$30,000
P. Del Norte LTC Website	\$1,000			\$4,000				\$5,000
Q. Partnership Transit Training	\$5,400				\$6,480	\$6,480	\$3,240	\$21,600
R. Travel & Training			\$10,000					\$10,000
S. Information Element								
Total	\$114,595	\$5,040	\$10,000	\$38,675	\$34,480	\$6,480	\$3,240	\$212,510

APPENDIX A

Final 2004 Planning Emphasis Areas (PEAs)

FTA/FHWA identify Planning Emphasis Areas (PEAs) annually to promote priority themes for consideration, as appropriate, in transportation planning.

1. **Safety and Security in the Transportation Planning Process.** TEA-21 emphasizes the safety and security of transportation systems as a national priority and calls for transportation projects and strategies that “increase the safety and security of transportation systems.” This entails integration of safety and facility security into all stages of the transportation planning process.

FTA and FHWA are working together to advance the state-of-practice in addressing safety and security in the statewide planning process through forums, training, research, workshops and case studies. A report prepared by the Transportation Research Board (TRB), Transportation Circular E-C02, “Safety-Conscious Planning,” January 2001, describes the issues and recommendations identified at a Safety Planning workshop held earlier. The report is available on the TRB website at www.nas.edu/trb. Also, the Institute of Transportation Engineers (ITE) has prepared a discussion paper on the topic, entitled “The Development of the Safer Network Transportation Planning Process,” which is posted on the ITE website at www.ite.org.

2. **Integrated Planning and Environmental Processes.** TEA-21 mandated the elimination of the Major Investment Study as a stand-alone requirement, while integrating the concept within the planning and project development/environmental review processes. Training, “Linking Planning and NEPA”, has been piloted and will be made available in FY 2004 at the National Transit Institute website at www.ntionline.com. The course will also be posted on the National highway Institute website at www.nhi.fhwa.dot.gov.

3. **Consideration of Management and Operations within Planning Processes.** TEA-21 challenges transportation entities to move beyond traditional capital programs to improve the movement of people and goods – focusing on the need to improve the way transportation systems are managed and operated. FTA and FHWA have convened a working group and have commissioned discussion papers on the topic. This information is available at <http://plan2op.fhwa.dot.gov>.

4. **State DOT Consultation with Non-Metropolitan Local Officials.** On January 23, 2003, the FTA and FHWA issued a final rule on consultation, followed by a technical correction on February 14, 2003, which can be accessed at:

<http://fta.dot.gov/library/legal/federalregister/2003fr12303.html>

and

<http://www.fta.dot.gov/library/legal/federalregister/2003/fr21403.html>

This final rule amends the 1993 Joint FTA/FHWA Planning regulation published in the Federal Register, Volume 58, No. 207, on October 28, 1993. **Consultation is a vital issue**

5. **Enhancing the Technical Capacity of the Planning Process** Reliable information on current and projected usage and performance of transportation systems is critical to the ability of planning processes to supply credible information to decision-makers to support preparation of plans and programs that respond to their localities’ unique needs and policy issues. To ensure the reliability of usage and performance data, as

well as responsiveness of policy forecasting tools, an evaluation is needed of the quality of information provided by the technical tools, data sources, and forecasting models, as well as the expertise of staff to ensure its adequacy to support decision-making. If this expertise is found to be lacking, the responsible agencies within statewide planning processes are encourage to devote appropriate resources to enhance and maintain their technical capacity.

State Planning Considerations

Planning considerations reflect issues that are currently of statewide concern. The following issue papers have been developed by the Division of Transportation Planning to provide guidance to Caltrans District planners and our regional agency partners in these functional areas. This guidance may be helpful in developing work elements for planning activities in these areas and in reviewing and commenting OWP.

This section was produced in response to feedback received from regional agencies and District staff during recent regional planning workshops held in the Districts. Feedback indicated that Headquarters OWP comments were sometimes beyond the scope of the OWP and might be more relevant to the RTP particularly in these areas of statewide concern. Also, when the District compiles OWP comments from other functional areas, there is not always enough information provided on the issue to make it understandable and useful. ORIP has held meeting and discussion with the Headquarters functional areas that review OWPs to encourage coordination and improvements of the usefulness of our comments. We hope that this will improve our comments and make it easier for the Districts to use Headquarters comments.

We strongly suggest that all OWPs devote significant resources to revising their RTP and thus assuring adequate support for development of their RTIP

- Context Sensitive Planning
- Intelligent Transportation Systems (ITS)
- Transportation Planning and Programming Requirements Regarding Tribal Governments
- Good Movement
- Mass Transportation
- Projects/Plan Coordination

Context Sensitive Solutions

Context sensitive solutions “use innovative and inclusive approaches that integrate and balance community, aesthetic, historic, and environmental values with transportation safety, maintenance, and performance goals.” Context sensitive solutions are about a process that succeeds only through a collaborative, interdisciplinary approach where all community stakeholders – including those traditionally underrepresented – have an opportunity to participate in transportation decision-making.

Much of the success in context sensitive solutions and community involvement comes from identifying needs and concerns of low-income, minority, Native American and other underrepresented communities through their participation in the planning process. Identifying their needs and concerns can prevent or mitigate disproportionate, adverse impacts while improving their mobility, access to services, safety and economic vitality. Improved public participation in decision-making helps achieve a balance of education and engagement that empowers diverse communities to become active stakeholders in planning.

Determining how to include all communities in planning as stakeholders requires a close examination and use of demographic information, contacts with schools, public health and innovative and culturally sensitive approaches, and updating and agency’s internal policies and procedures to make improved public participation part of an institution’s mission and philosophy.

Presidential Executive Order 12898, calls on all Federal agencies to make environmental justice (and by extension context sensitive solutions) part of their mission and actually amplifies the intent of Title VI of the 1964 Civil Rights Act. The Intermodal Surface Transportation Efficiency Act (ISTEA) and its successor, the Transportation Equity Act for the Twenty-first Century (TEA-21), also stress the importance of considering social, economic and environmental concerns during metropolitan and statewide transportation planning and project development.

Context sensitive solutions support these efforts to include low-income populations and minority populations in the planning process. Context sensitive solutions do not simply mean adding new wording to policies in order to comply with Federal laws-rather, they require a fundamental change in how we perceive and promote public participation. Some methods to ensure inclusive participation of Title VI groups include the following:

- Early Identification and engagement of low-income, minority and Native American communities through the use of demographic information and direct contacts with community members to identify their transportation issues, needs and priorities.
- Use of (bilingual) interpreters and ethnic media to reach communities that normally would not be reached with English language media.
- Close and continuous involvement of Community Based Organization (CBOs) and community leaders to build relationships and trust to include the suggestions and insights of these groups and individuals in planning and conducting outreach.
- Responding to community issues and concerns. This builds the needed trust and relationship between agencies and communities, which can benefit future planning and project development. This is essential to context sensitive solutions.
- Forming citizens advisory committees of community members who have an interest in community development to help ensure more successful outcomes. This should begin in the early phases of planning

and maintained through design, construction, operation, and maintenance of the transportation system. This enables agencies to respond to issues before they become major problems and allows transportation agencies to keep pace with changes in their communities.

The California Department of Transportation and the United States Department of Transportation support solutions that improve mobility and safety while complementing and enhancing community values and objectives, and fostering responsible stewardship of the environment. The California Department of Transportation is committed to supporting and assisting agencies in the implementation of context sensitive solutions.

Intelligent Transportation Systems (ITS)

Intelligent transportation systems (ITS) interface with the transportation planning function as both elements of planned projects and as comprehensive ITS or system management plans. These may appear in regional agency work elements, or in conjunction with joint projects with Caltrans. References to ITS in OWPs need to be put in context to evaluate and respond them.

Some key features and aspects for the transportation planning process regarding ITS needs to be considered:

- Adequate ITS plans describe a vision, goals, objectives, performance measures, an action plan (list of projects) and upkeep provisions (“maintenance plans”) for the ITS framework. They should be incorporated as part of an RTP.
- Reference to ITS framework and plan elements, as regional outcomes, may be embedded in regional plans. There is no prescription that such a plan must stand alone. The minimal requirements of 23CFR940 is to have a regional ITS architecture in place by April 2005 that must be identifiable as a stand alone or part of another plan.
- ITS “projects” emanate from and overall system plan and must be consistent with the adopted ITS framework for a region.
- Further, the vision and goals of an ITS Plan must be consistent with RTP goals. If an inconsistency exists between the two, the question arises of the adequacy and sufficiency of scanning done to determine ITS stakeholder/ user needs. ITS plans should not be developed in isolation of wide community inputs, or reach beyond what the decision makers have agreed to for a region.
- There are no special pots of money for ITS, but more sources each year are being qualified for ITS expenditures. Capital cost and operations and maintenance costs must be addressed overall for ITS developments.
- Using the MPO/RTPA as the forum for coordination, communication, and consensus building across all modes, by partners, decision-makers, stakeholders, service providers.

Although ITS planning has origins outside of the transportation community, there are generic planning features that can incorporate it into mainstream transportation planning with minimal effort. The MPO/RTPA should be a forum for ITS planning. High level ITS system planning – both of the over all system operation and its projects—require modest experience and training in the use of regional ITS architectures, but these non-engineering aspects of the process can be coordinated by professional transportation planners. Detailed ITS project planning, however, requires specialized technical knowledge of engineering sub-specialties. Where technical expertise is required, systems engineers serve in several kinds of project roles and a working relationship with the Districts needs to be established with such specialties.

ITS regional plans initially were created as Strategic Development Plans, describing regionally defined ITS developments. With refinement and maturity of these plans, many are now incorporated in Regional Transportation Plans. ITS elements also will appear in modal planning work elements, such as transit improvements or traveler information.

Another factor to account for is that Caltrans, and some other State agencies, have developed and installed ITS resources that become key for a region. These resources may have a home for example in Traffic

Operations, supporting internal operations. But, in both rural and urban counties, the ITS resources “owned” by the State, can be subject to joint ownership and use, or jointly provided.

To accommodate such situation, technical and institutional agreements are important elements of ITS planning. Such agreements describe ownership and roles and responsibilities of ITS partners. Further, the State is now in the process of developing a “statewide architecture” which will eventually create interregional activities and statewide services. Such interregional or statewide activities will eventually show up as work elements along with other regional ITS activities.

Regulations

Code of Federal Regulations (CFR) 23, pursuant to Title 23, U.S.C., provides regulatory guidance relative to the planning requirements.

Part 450, Planning Assistance and Standards:

Subpart B, Statewide Transportation Planning, § 450.202 Applicability: “The requirements of the subpart are applicable to States and any other agencies/organizations with are responsible for satisfying these requirements.”

Subpart B, § 450.208, Statewide transportation planning process: Factors, (a)(23): “The concerns of Indian Tribal governments having jurisdiction over lands within the boundaries of the State.”

Subpart B, § 450.210, Coordination,

(a): “In addition to the coordination required under § 450.208(a)(21) in carrying out the requirements of this subpart, each State, in cooperation with participating organizations (such as MPOs, Indian tribal governments, environmental, resource and permit agencies, public transit operators) shall, to the extent appropriate, provide for a fully coordinated process including coordination of the following:

(2): “Plans, such as the statewide transportation plan required under §450.214, with programs and priorities for transportation projects, such as the STIP;”

(5): “Transportation planning carried out by the State with transportation planning carried out by Indian tribal governments, Federal agencies and local governments, MPOs, large-scale public and private transportation providers, operators of major intermodal terminals and multistate businesses;”

Subpart B, § 450.214, Statewide transportation plan,

(a): “The State shall develop a statewide transportation plan for all areas of the State.”

(c): “In developing the plan the State shall:

(2): “Cooperate with the Indian tribal government and the Secretary of the Interior on the portions of the plan affection areas of the State under the jurisdiction of an Indian tribal government:”

Subpart C, Metropolitan Transportation Planning and Programming, § 450.312 Metropolitan transportation planning: Responsibilities, cooperation, and coordination,

(i): “Where a metropolitan planning area includes Federal public lands and/or Indian tribal lands, the affected Federal agencies and Indian tribal governments shall be involved appropriately in the development of transportation plans and programs.”

Subpart C, § 450.342, Transportation improvement program: General,

(f): The TIP shall include:

(1): “All transportation projects, or identified phases of a project, (including pedestrian walkways, bicycle transportation facilities and transportation enhancement projects) within the metropolitan planning area proposed for funding under title 23, U.S.C., (including Federal Lands Highway projects).”

Guidelines

California Transportation Commission (CTC), Regional Transportation Plan Guidelines, approved in December 1999, and amended in December 2003.

The California Transportation Commission approved the following requirement in the Regional Transportation Guidelines: “the MPOs and RTPA should include a discussion of consultation, coordination and communication with federally recognized Tribal Governments when the community is located within the boundary of an MPO/RTPA”.

The MPO/RTA should develop a government-to-government relationship with each of these tribes. This refers to the protocol for communicating between the MPOs/RTPAs and the Tribal Governments as sovereign nations. This consultation process should be documented in the RTP/ the initial point of contact for Tribal Governments should be the Chairperson for the tribe. When unsuccessful in getting a response from the Tribe, the MPO/RTPA should reevaluate the method used in encouraging participation from the Tribal Government and these efforts should be documented.

TRIBAL GOVERNMENT CONSULTATION vs. NATIVE AMERICAN PUBLIC PARTICIPATION

When involving Tribal Governments in the planning and programming process, transportation agencies need to consult with them—in addition to the need to include Native Americans in public participation. Establishing and maintaining Government-to-is separate from, and precedes, the public participation process.

Consultation with Tribal Governments

Federally-recognized Tribes are familiar with the federal “consultation” process that requires agencies to identify when the agency is formally consulting with the Tribe.

CFR 23, Subpart A, § 450.104, Definitions: “Consultation means that one party confers with another identified party and, prior to taking action(s) , considers that party’s view.”

Tribal Government refers to the recognized government, or political unit, of a Tribe.

CFR 23, Subpart B § 450.208(b): “The degree of consideration and analysis of the factors should be based on the scale and complexity of many issues, including transportation problems, land use, employment, economic development, environmental and housing and community development objectives...”

Issues may also include Tribal Governments’ concerns about projects outside their jurisdiction that have the potential to impact their communities or cultural resources.

It is important to know with whom you are consulting and what methods are most effective:

Each federally recognized Tribe is a sovereign government. Each Tribe has its own form of government and protocol for how business is to be conducted. There is no singular approach. Unless directed otherwise by the Tribe, correspondence should be addressed to the Tribal Chairperson.

Tribes differ in their ability to finance leaders, spokespersons or administrative support. Tribal leaders are frequently participating on their own time and money. Agencies need to be cognizant of this and act accordingly, e.g., be flexible when and where meetings are scheduled. A meeting with the Tribal Government (most often referred to as the Tribal Council) is usually the most effective way to communicate.

Providing enough time for the Tribal Government to respond is important. Most Tribal Governments meet once a month and it may be difficult to put additional items on the agenda if not given enough time.

Public Participation

Public participation provides for public involvement of all citizens (including Native Americans), affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties of the community affected by transportation plans, programs and projects.

All Native Americans as individual citizens—regardless of whether they are members of Federally-recognized Tribes—can contribute to the public participation process. They belong to a minority, they may be low income and they may be associated with a community-based organization or be among the groups shown above. Within public participation forums, as individuals, they are not representing Tribal Governments.

Goods Movement

To continue California's economic expansion and excellence in transportation, a strategic vision, role, policy and action direction must be identified for taking a more comprehensive approach to enhancing the movement of goods. The need for such an approach was recognized in the passage of Senate Concurrent Resolution 96 (Chapter 158, 2000 Statutes), and its requirement for the development of a Global Gateways Development Program (GGDP), completed in January, 2002.

State Goods Movement Vision

California's transportation system is the lifeline that supports the functioning of the California economy and quality of life. From a goods movement perspective, the following vision was identified:

California fosters the development of a balanced, integrated, seamless, multimodal goods movement transportation system that is safe, efficient, reliable and effective. It recognizes that this statewide system of highways, rail lines, airports, seaports, and border crossings is essential to a health economy and quality of life.

State's Goods Movement Role/Policy

To bring about the implementation of this vision, the State and its regions must take an aggressive role in planning, funding, developing, operating, and maintaining the goods movement transportation system. Elements of this role and policy should include the following:

- The State, in partnership with other governmental entities, community organizations, shippers and carriers, and other interested parties should give goods movement needs and impacts full consideration in the development of the multimodal transportation system.
- The State should have the flexibility to fund or seek solutions to transportation problems that have significant public benefits, regardless of facility type, mode, or ownership.
- Statewide system investments should be focused on those corridors and gateways that handle the highest volumes of freight traffic and/or have the most significant transportation problems.
- The State should seek opportunities with its funds to leverage and complement other public and private investments in goods movement facilities.
- The State should research, develop, demonstrate and deploy cost-effective technologies and operational strategies to expedite goods movement, improve safety, and reduce congestion.
- The State should gather, develop, and refine the necessary data, tools and techniques for assessing goods movement system performance and for evaluating project alternatives.

The MPOs/RTPAs are encouraged to develop and OWP Program Work Element to show participation in Goods Movement planning activities that supports this policy.

Mass Transportation

The Overall Work Plan (OWP) is an inventory of the transportation planning work that Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) will accomplish during the upcoming fiscal year, including transit-planning activities. The transit-planning related activities to be done in the region must conform to state and federal requirements and local priorities. The OWP includes a summary of local, state, and federal funding sources to support these work efforts. Because the OWP outlines the proposed work activities, it serves as a focal point for improving coordination and reducing duplication of work efforts at all levels.

The FTA/FHWA Planning Emphasis Areas (PEAs) for 2004 includes the role that transit will play in the planning and implementation of local projects. Examples of transit activities that fulfill the requirements of the PEAs include:

- Safety and Security in the Transportation Planning Process – This is a national priority and calls for transportation projects and strategies that increase the security of transportation systems. Transit should be integrated in all stages of safety and security planning.
- Integrated Planning and the Environmental Process to forge a seamless, coordinated decision-making framework built around a clear sequence of decisions, including the effect of transit alternatives on the environmental issues.
- Considerations of Management and Operations with the Planning Process – Transit planning activities should work in concert with the operation of transit to create an integrated transportation system.
- Consultation with Local Officials – The Unmet Transit Needs Process, implementing recommendations in transit plans and the development of transit grants require the effective participation and coordination with the public and local officials. This includes representation on the Social Service Transportation Advisory Council (SSTAC) by representatives from the elderly community, the disabled community and low-income community.
- Enhance the Technical Capacity of the Planning Process – Data collection on transit usage will enhance future transportation projects and priorities. Agreed upon performance measures will allow better decision making on transportation projects.

Partnering with transit agencies will ensure the inclusion of transit into the planning process. To promote the role of transit as part of the overall transportation system, MPOs and RTPAs may include assistance to transit operators and congestion management agencies that includes but not limited to:

- Monitoring and evaluating transit systems.
- Meetings with Local Officials and Transit Operators to review operations and transit priorities.
- Partnering with Caltrans Districts on state and federal funded transit projects.
- Involvement in TDA related activities including the Unmet Transit Needs documentation and audit reports to ensure that regional meetings are advertised, conducted, and documented as required.
- Ongoing considerations of the implementation and recommendations in Short Range Transit Plans, transit marketing, facility site selections and other transit plans.
- Consideration of potential state and federal initiatives on the existing transit system such as the Job Access Reverse Commute (JARC), the New Freedom Initiative and State Rural Grant programs.
- Review FTA Section 5310 applications, certify conformance with the Regional Transportation Plan and submit comments to Caltrans.
- Collect and distribute copies of local transit plans to Caltrans Districts and HQ.

Projects/Plans Coordination

Projects Initiation Document (PID) work program coordination between the Districts and MPOs/RTPAs maximizes project funding for both STIP and SHOPP projects. OPPC was created to manage the resources for Project Initiation Documents (PID). The Districts submit work programs, PID resources are allocated, and District PID developments are tracked and reported quarterly. Emphasis is on providing coordination not only between Planning and the Districts, but also with the regional agencies. OPPC coordination streamlines the project delivery effort and ensures that the right projects are being developed, properly scheduled and resources are accurately accounted for in order for a project to be approved and programmed.

OPPS has two areas of consideration for MPO/RTPA OWP Program Elements in the 2004 Year.

- STIP/SHOPP project selection
- Participation in the Comprehensive Corridor Investment Sequencing Document for Programming (CCISDP) Pilot Program.

STIP/SHOPP Project Selection The coordination between the MPO/RTPA and the Caltrans Districts in the development of a District's PID Work Program for STIP projects is a planning activity that should be acknowledged in the OWP. A Memorandum of Understanding (MOU) between the MPO/RTPA and District provides guidance for project selection for PIDs. Project collaboration between Caltrans Districts and MPO/RTPA currently exists in the development of the Regional Transportation Plan (RTP) and Regional Transportation Improvement Plan (RTIP), assessment of highway and transit needs, and coordination of highways off ramps with local road circulation, and other areas.

CCISDP Pilot Program OPPC is preparing the CCISDP for development by the Districts in early 2004. The CCISDP is envisioned to be a two-part PID.

- The first part is a comprehensive identification of programmed, planned, and recommended improvements combined with engineering analysis and transportation modeling that culminates in a developed framework of solutions. An importation benefit for the approach is that the CCISSP will integrate technology, early identification of known environmental constraints, context sensitive solutions, transit oriented development, environmental justice and Native American considerations, advanced strategic improvement plan for the corridor.
- The second part of the CCISDP will detail the cost, scope and schedule of proposed projects to achieve efficient sequencing for the corridor.

The MPOs/RTPAs are encouraged to develop and OWP Program Work Element to show participation in the CCISDP pilot program.

APPENDIX C

WORK SCHEDULE FISCAL YEAR 2004/2005

Work	Element	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
#####													
"A"		*****											
"B"		*****											
"C"		*****											
"D"		*****											
"E"		*****											
"F"		*****											
"G"		*****											
"H"		*****											
"I"		*****											
"J"		*****											
"K"		*****											
"L"		*****											
"M"		*****											
"N"		*****											
"O"		*****											
"P"		*****											
"Q"		*****											
"R"		*****											
"S"		*****											
#####													

<i>Work Element A</i>	<i>Highway Planning</i>
<i>Work Element B</i>	<i>Transit Planning</i>
<i>Work Element C</i>	<i>Aviation Planning</i>
<i>Work Element D</i>	<i>TEA-21 Planning</i>
<i>Work Element E</i>	<i>TDA Administration</i>
<i>Work Element F</i>	<i>Native American Collaboration</i>
<i>Work Element G</i>	<i>Special Studies</i>

<i>Work Element H</i>	<i>Transportation Planning Process</i>
<i>Work Element I</i>	<i>Overall Work Program</i>
<i>Work Element J</i>	<i>S.A.F.E. Planning and Administration</i>
<i>Work Element K</i>	<i>Rural Counties Task Force</i>
<i>Work Element L</i>	<i>Regional Transportation Plan Update</i>
<i>Work Element M</i>	<i>Dale Rupert Road Ground Access Plan</i>
<i>Work Element N</i>	<i>Pavement Management System Update</i>
<i>Work Element O</i>	<i>Teletransportation/Telecommunications Plan</i>
<i>Work Element P</i>	<i>Del Norte Local Transportation Commission Website</i>
<i>Work Element Q</i>	<i>Partnership Transit Training</i>
<i>Work Element R</i>	<i>Travel and Training</i>
<i>Work Element S</i>	<i>Information Elements</i>